

6 FAM 240

UNIFORMS AND PROTECTIVE CLOTHING

(TL:GS-99; 01-22-2003)
(Office of Origin: A/OPE)

6 FAM 241 FURNISHING UNIFORMS

6 FAM 241.1 Authority

(TL:GS-99; 01-22-2003)
(Uniform State/USAID/Commerce/Agriculture)

Authority for providing uniforms is contained in the current appropriation act of the Department of State, in 5 U.S.C. 5901, and in the act of August 1, 1956, as amended (22 U.S.C. 2669); authority for **USAID** is contained in the Foreign Assistance Act of 1961, amended, Section 636(12).

6 FAM 241.2 Applicability

(TL:GS-99; 01-22-2003)
(Uniform State/USAID/Commerce/Agriculture)

- a. Employees (*direct-hire and PSA*) and *non-PSC contractors* to whom uniforms may be furnished under the authorities *cited in 6 FAM 241.1* are those whose official duties are determined, in accordance with 6 FAM 241.3, to necessitate the wearing of a uniform. The following are illustrative, but not all-inclusive, of the categories of personnel to be considered: medical staff, chauffeurs, *and* guards.
- b. Furnishing uniforms to the following categories of employees is not authorized by the authorities *cited in 6 FAM 241.1*:
 - (1) Employees whose official duties may require the wearing of protective clothing, as distinguished from uniforms (see 6 FAM 242); and
 - (2) Servants employed at the official residence (see 3 FAM *3254*).

6 FAM 241.3 Determination of Requirement to Wear Uniform

(TL:GS-99; 01-22-2003)
(Uniform State/USAID/Commerce/Agriculture)

- a. The determination that the duties of an employee, except a medical employee, require the wearing of a uniform is made by principal officers and heads of *USAID* establishments abroad, or their designees, on the basis of the following criteria:
 - (1) The duties of the employee involve performing services for, or obtaining services from, the local government, business firms, or the public; and
 - (2) It is necessary for employees to appear in uniforms to facilitate identification with the *U.S.* Government, or by reason of local custom.
- b. Determination with respect to the wearing of uniforms by medical personnel is made by the Department (*M/DGHR/MED*).

6 FAM 241.4 Composition of Uniforms

(*TL:GS-99; 01-22-2003*)

(*Uniform State/USAID/Commerce/Agriculture*)

Uniforms may consist of articles of outer clothing, including any necessary insignia. The style, material, and color of the uniform (except for those furnished to medical personnel) shall be determined by principal officers and heads of *USAID* establishments abroad, or their designees.

6 FAM 241.5 Maximum Amounts

(*TL:GS-99; 01-22-2003*)

(*Uniform State/USAID/Commerce/Agriculture*)

- a. The maximum amount *allowable for* uniforms for each authorized individual is *\$400 per fiscal year*.
- b. Within this limitation, principal officers and heads of *USAID* establishments abroad, or their designees, are to establish a list of items to be furnished consistent with the employee's duties and with factors of cleanliness, appearance, climatic conditions and local customs. Such determinations should include initial supply levels and the conditions and frequency of replacements.
- c. *Due diligence must be exercised when purchasing such uniforms. Many uniforms are available under GSA Federal Supply Schedules at reasonable prices. Principal officers and the heads of USAID establishments abroad, or their designees, must ensure that reasonably priced sources are used for such uniforms.*

6 FAM 242 FURNISHING PROTECTIVE CLOTHING

6 FAM 242.1 Authority

(TL:GS-99; 01-22-2003)

(Uniform State/USAID/Commerce/Agriculture)

Authority for the furnishing of protective clothing is contained in 5 U.S.C. 7903.

6 FAM 242.2 Application

(TL:GS-99; 01-22-2003)

(Uniform State/USAID/Commerce/Agriculture)

Employees to whom protective clothing may be furnished under the authority *cited in 6 FAM 242.1* are those whose official duties are determined, in accordance with 6 FAM 242.3, to necessitate the wearing of protective clothing.

6 FAM 242.3 Determination of Requirement to Wear Protective Clothing

(TL:GS-99; 01-22-2003)

(Uniform State/USAID/Commerce/Agriculture)

- a. If an employee's duties are hazardous and may cause the employee physical harm, the determination that the employee wear protective clothing should be made by the principal officer and *heads of USAID* establishments, or their designees. The fact that the duties of the employee cause damage or excessive dirt or stains to the employee's personal clothing does not justify providing coveralls, smocks, aprons, and so on.
- b. *Section 19 of OSHA, 29 U.S.C. 668, requires each Federal agency to establish an occupational safety and health program and to acquire necessary safety and protective equipment. Such protective clothing may be furnished by the U.S. Government if the agency head determines that it is necessary under OSHA and its implementing regulations.*

6 FAM 242.4 Composition of Protective Clothing

(TL:GS-99; 01-22-2003)

(Uniform State/USAID/Commerce/Agriculture)

Protective clothing may consist of articles of outer clothing or equipment

(such as safety goggles, shoes, or helmets) to protect the employee from injury.

6 FAM 242.5 Limitation

(TL:GS-99; 01-22-2003)

(Uniform State/USAID/Commerce/Agriculture)

It is the responsibility of principal officers and heads of *USAID* establishments abroad, or their designees, to keep to a minimum the number and types of items furnished, both as to initial supply and replacements, consistent with the employee's duties and factors of safety.

6 FAM 243 CONTROL, CUSTODY, MAINTENANCE, AND REPLACEMENT OF UNIFORMS AND PROTECTIVE CLOTHING

6 FAM 243.1 Control

(TL:GS-99; 01-22-2003)

(Uniform State/USAID/Commerce/Agriculture)

All uniforms and protective clothing issued to employees remain the property of the *U.S.* Government. Proper controls and accountability records are to be maintained for all uniforms and protective clothing. Post funds may be used for cleaning and repair of uniforms and protective clothing in storage. However, neither uniforms nor protective clothing may be cleaned or laundered at *U.S.* Government expense while in the custody of employees whose duties require them to wear such clothing.

6 FAM 243.2 Custody

(TL:GS-99; 01-22-2003)

(Uniform State/USAID/Commerce/Agriculture)

- a. Upon separation or transfer to duties not requiring a uniform or protective clothing, all such items shall be returned to the post by the employee to whom they were issued. *All such items must be clean and in good repair when returned.*
- b. When seasonal uniforms are furnished, the responsible officer determines whether such uniforms are to be returned to the post for storage during off-seasons or are to be retained and stored by the employee. As a general rule, seasonal uniforms should be returned to the post for storage during off-seasons in order to assure proper storage and accountability.

However, when local circumstances warrant, employees may be permitted to retain them.

6 FAM 243.3 Maintenance

(TL:GS-99; 01-22-2003)

(Uniform State/USAID)

- a. Employees to whom uniforms or protective clothing are issued must assure that they are kept clean and in good repair. If practicable, the uniform is worn only while the employee is at work. However, the post may authorize employees to wear the uniform to and from home if necessary. The cost of cleaning or laundering uniforms and protective clothing and repairing them when damage results from other than normal wear and tear is a personal expense of the employee to whom they are issued.
- b. The responsible officer arranges for storage of clean and repaired uniforms and protective clothing returned by employees. Where, through normal wear and tear, or damage, any article of uniform or protective clothing is considered unusable, it may be discarded by the post.

6 FAM 243.4 Replacement

(TL:GS-99; 01-22-2003)

(Uniform State/USAID)

Replacement of any item of uniform or protective clothing is authorized only after a responsible officer is assured through physical inspection that it is so worn or damaged as to be unusable. Generally, no replacements should be required during the first year following the initial furnishing. The articles of uniform or protective clothing for which replacements are issued are to be turned over to the responsible officer for disposition.

6 FAM 244 PROCUREMENT

(TL:GS-99; 01-22-2003)

(Uniform State/USAID)

Procurement of uniforms and protective clothing is accomplished in accordance with *the Federal Acquisition Regulation (FAR)* and the Department of State Acquisition Regulation (DOSAR).

6 FAM 245 THROUGH 249 UNASSIGNED